

TECHNOLOGY STANDARDS

Category:	ITC Number: ITC-WEB-0506
Subcategory:	Name: Document/folder protection
Definition:	Some materials may be placed on web sites for restricted or password-only access. This material needs to be protected from unauthorized access.
Justification:	There are some materials that need to be available via the web, but only to certain users. Unauthorized access may lead to privacy or confidentiality issues.
Specifications:	<p>Restricted Access</p> <p>Sensitive, confidential, or private information should not be placed in publicly available directories. In some instances, there may be a need to place documents that are not officially public (i.e., discussion drafts, prototypes, content which is in development, etc.) in a non-private directory for access by a geographically distributed workgroup, test group, or team. The sponsoring organization is responsible for determining whether to have the Webmaster password-protect the materials to prevent access by unauthorized individuals.</p>
Recommendations:	<p>Documents and collections that are not public (i.e., not yet published, not fully marked up or tested, internal working group notes, etc.) should not be linked to publicly accessible documents or placed in publicly available directories without information on the restrictions and an explicit notice such as: "Coming soon expanded information about..." or "Internal working documents..." Pre-release information that is available on the open Internet should be restricted by domain, IP address, or password. Postings to agency web sites are official agency disclosures and must be consistent with other agency Information disclosures of the same or similar information. For example, if requests for draft agency documents are routinely denied from Freedom of Information Act requesters as pre-decisional to protect the integrity of the agency's deliberative process, then it would be more appropriate to post draft documents on the agency intranet server rather than on the public web site. It may be necessary to coordinate with the Webmaster to explicitly exclude restricted access documents from site-wide full-text indexes. Visitors to a site must not be able to access a secure file directly by typing the address in their browser.</p>
<p style="text-align: center;">- Area -</p> <p> <input checked="" type="checkbox"/> Internet/Intranet <input type="checkbox"/> Network <input type="checkbox"/> Operating <input type="checkbox"/> Data Standard <input type="checkbox"/> Security </p>	
List Keyword or Metadata:	Internet, Web, Restrctied Access, confidential

Provide the Status of this technology area: <input checked="" type="checkbox"/> Under Review <input type="checkbox"/> Rejected <input type="checkbox"/> Accepted				
Audit Trail				
Creation Date:	10/25/04	Date Accepted/Rejected by Standards:	12/1/04	Date Accepted/Rejected by ITC:
Reason for Rejection:				
Last Date Updated:		Date Last Reviewed:		
Reason for Update:				
Updated By:				
Web Location:	Please Ad			
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